

# 2004 Application - POLICY

Applicant Name	School
<b>Teaching Internship:</b> Would you also like to have this application apply to the teaching internship with the Legislative Page School <input type="checkbox"/> Yes <input type="checkbox"/> No (For additional info: <a href="http://www.leg.wa.gov/common/pageschool/default.htm">www.leg.wa.gov/common/pageschool/default.htm</a> )	
Address during school year	Permanent Address
Address:	Address:
City:	City:
State: Zip:	State: Zip:
Phone:	Phone:
E-mail address:	
Emergency contact: Phone:	
Relationship:	
Work phone:	
May we contact you at work?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Academic Standing	
January 2004 standing: <input type="checkbox"/> Junior <input type="checkbox"/> Senior Other (describe)	
Expected graduation date (month and year):	
Academic major or concentration:	
Academic minor or concentration:	
Honors:	
Relevant course work:	
Faculty sponsoring for credit:	Phone:
Sponsor's address:	Sponsor's email address:
Faculty signature:	Date:
Applicant signature:	Date:

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## **Relevant Work Experience:** Include additional experience in résumé.

Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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## **Relevant Volunteer/Community Activities:** Include additional experience in résumé

Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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## **Relevant School Activities:** Include additional experience in résumé

Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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Organization: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ (Beginning and ending dates)  
Duties: \_\_\_\_\_

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## **Other Special Knowledge and Skills:** (i.e., second language)

This is a general list of legislative issue areas. Please mark all issues that interest you.

- |                                             |                                                 |                                           |                                            |
|---------------------------------------------|-------------------------------------------------|-------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> agriculture        | <input type="checkbox"/> education (K-12)       | <input type="checkbox"/> housing          | <input type="checkbox"/> natural resources |
| <input type="checkbox"/> budget/finance     | <input type="checkbox"/> energy                 | <input type="checkbox"/> human services   | <input type="checkbox"/> state agencies    |
| <input type="checkbox"/> children           | <input type="checkbox"/> environment            | <input type="checkbox"/> insurance        | <input type="checkbox"/> technology        |
| <input type="checkbox"/> commerce and trade | <input type="checkbox"/> financial institutions | <input type="checkbox"/> judiciary        | <input type="checkbox"/> transportation    |
| <input type="checkbox"/> corrections        | <input type="checkbox"/> health care            | <input type="checkbox"/> labor            | <input type="checkbox"/> water             |
| <input type="checkbox"/> economic develop.  | <input type="checkbox"/> higher education       | <input type="checkbox"/> local government |                                            |

☐ other Describe: \_\_\_\_\_

**Written Essay:** Please use a separate paper for this exercise. Limit your essay to one double-spaced typed page. Your work will be evaluated on content and writing ability. Essay topic: Explain your interest in state government and how a state legislative internship fits with your educational and career goals.

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## Legislative Internship Program – Policy Internship

January 7 – March 11, 2004

### Application Requirements & Instructions

Please carefully read through ALL the information below:

Policy internships are offered through a joint House/Senate program. Submit one application.

**Submitting an application:** Consult your campus intern coordinator for school application deadlines. (Some schools screen applicants before referring them to the program and have an earlier application deadline.) Because requirements differ among schools, interested students should contact their school advisors early. In most cases the school intern coordinators will collect and forward application materials. All materials are due in Olympia on October 30 in the year prior to the session for which you are applying. Late applications will be held for possible review. Generally, interviews take place on campus in November. Applicants will complete a short writing exercise in connection with the interview.

Applications are received by House and Senate intern coordinators who determine acceptance and placement. The application review process takes into consideration the applicant's academic qualifications, work experience, recommendations, writing samples, and personal interview. Additional materials required: In addition to the application, the following are required: cover letter, resume, written essay, and two letters of recommendation. (Include name, address, and telephone number of the people writing the letters of recommendation.) One letter should be from a faculty member and speak to the applicant's skills and abilities. The second letter should address the applicant's character and be from a personal acquaintance (i.e., long time friend, high school teacher, scout leader, etc.) **Applicant must arrange for a faculty sponsor.**

**For more information:** Judi Best [best\\_ju@leg.wa.gov](mailto:best_ju@leg.wa.gov)  
Senate Intern Coordinator  
P.O. Box 40482  
Olympia WA 98504-0482  
360-786-7451

Joan Elgee [elgee\\_jo@leg.wa.gov](mailto:elgee_jo@leg.wa.gov)  
House Intern Coordinator  
P.O. Box 40600  
Olympia WA 98504-0600  
360-786-7993

**Send a signed application  
(DO NOT E-MAIL) and other materials to:**

Senate Intern Coordinator  
P.O. Box 40482  
Olympia, WA 98504-0482

Required for Complete Application:	<input type="checkbox"/> Application
	<input type="checkbox"/> Written Essay
	<input type="checkbox"/> Current Resume
	<input type="checkbox"/> Cover Letter
	<input type="checkbox"/> Faculty Reference Letter
	<input type="checkbox"/> Personal Reference Letter

The Washington State Legislature is an equal opportunity employer. Persons needing assistance with the application process or who need the application in an alternative format should contact.

Senate Intern Coordinator: 360-786-7451  
House Intern Coordinator: 360-786-7993  
Legislative TTY Hotline: 1-800-635-9993